



## North Carolina Department of Health and Human Services Office of the Controller

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### MEMORANDUM #2007-01

To: DHHS Division/Institution Directors  
DHHS Division/Institution Budget Officers

From: Laketha M. Miller

*Laketha M. Miller*

Jim Slate, Director  
Division of Budget and Analysis

*Jim Slate*

Re: Procedures for Motor Fleet Management Temporary Vehicles and Enterprise Car Rentals

As all of you are now aware, Motor Fleet Management (MFM) has closed its Peace Street Motor Pool Annex site. With this closing, all Raleigh based employees are now required to go to the Blue Ridge Road site to obtain a state car. We have also been made aware by MFM that the number of cars previously maintained for usage by state employees has been reduced. The reduction in the number of cars available will require state employees to use other transportation options from time to time. Currently, MFM has an arrangement with Enterprise to provide rental cars when a motor fleet vehicle is not available. Please note, that the arrangement to obtain an Enterprise rental car only applies to Raleigh based employees.

In an effort to ensure timely and accurate payment of your motor fleet invoices and Enterprises' invoices, the DHHS Controller's Office is requiring that the following procedures be followed. Employees that use a temporary vehicle from MFM must complete the temporary motor fleet form FM-2. This form is available by going to MFM's web address: <http://www1.doa.state.nc.us/mfm/rqstMotorPoolVeh.aspx?n=1>. Employees are required to complete the DHHS Division's company, fund and center information on the form prior to submission to MFM. The division budget offices should make sure employees are aware of their company, fund, and center information. When the temporary vehicle is returned to MFM by the employee, a printed receipt will be generated. The employee must turn the printed receipt in to the division's designated motor fleet contact person. This individual will then use the receipt(s) to reconcile with the monthly motor fleet billings.

When a motor fleet vehicle is requested and one is not available, the employee must have the temporary form stamped "No Vehicle Available" by MFM, and signed by a motor fleet employee. It is acceptable to have MFM fax the stamped temporary form to the employee. The employee then has the option to drive his/her own vehicle or get a car from Enterprise. If the employee elects to drive his/her own vehicle, the stamped form should be attached to the employee's travel reimbursement form, in order to claim mileage at the IRS rate.

An employee electing to get a car from Enterprise is limited to renting a car from the compact, intermediate, or standard class of cars only. Rental of a mini van is acceptable ONLY when four or more persons are traveling together. Any other exceptions must be approved in writing or email by the Division of Budget and Analysis. As stated above, the motor fleet form must be stamped and attached to the Enterprise invoice for documentation purposes. The Enterprise invoice and the motor fleet form must be approved by the division's designated budget authority to approve and code prior to submitting to the DHHS Controller's Office, General Accounting/Financial Management Section for payment.

As division directors, you are responsible for ensuring that employees realize they are held responsible for the vehicles rented from Enterprise. Below are a few housekeeping rules that all employees must follow as it pertains to renting a vehicle from Enterprise:

1. Employees are required to conduct a walk around inspection and report any damages prior to removing the vehicle from the Enterprise location.
2. Employees are required to return vehicles as scheduled or to contact the Enterprise location to extend the contract when the vehicle can not be returned as scheduled. Failure to do so will require the employee to cover the additional charges from his/her personal funds.
3. Employees are required to refuel vehicles prior to returning them to Enterprise.
4. Employees will not be reimbursed for delivery and pick up services offered by Enterprise.
5. Employees are not to request a damage waiver on the vehicles, as this is not covered under the state contract.

If you have questions and/or concerns, please don't hesitate to contact me or Judy Gay, GA/FM Section Chief at 919-733-0169.

CC: DHHS Controller Office Section Chiefs  
DHHS Controller's Office GA/FM Branch Heads